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**Log on to laptops outside the School District**

**(This cannot be done within the School District)**

1. Power on the computer
2. Wait for Windows to load
3. Log on to Windows
   1. Press Ctrl+Alt+Del to begin
   2. Select “local computer name” in the **“log on to”** drop down menu
   3. Enter user name **“DASD”**
   4. Leave password blank
   5. Click OK
4. Zenworks Configuration Manager will load
   1. Click cancel do not login
5. Wait for desktop to load
6. Computer is ready to use
7. Use caution when saving files (be sure you know where you save your files)
8. Must change back to the original settings for use in the district